

TOWN OF LOOMIS

APPLICATION FOR FESTIVAL/SPECIAL EVENT PERMIT

NAME OF EVENT _____

APPLICANT _____ PHONE _____

ADDRESS _____

ORGANIZATION SPONSORING EVENT _____

SPECIAL EVENT CONTACT PERSON _____

PHONE _____ ADDRESS _____

DATE(S) OF SPECIAL EVENT _____

RAIN DATES _____

ASSEMBLY AREA _____ TIME _____

STARTING POINT _____ ENDING POINT _____

LOCATION _____

PLEASE PROVIDE A SKETCH SHOWING THE LOCATION OF THE EVENT, TRAFFIC FLOW (EGRESS & INGRESS), AND PARKING.

NUMBER OF FLOATS, VEHICLES, MARCHING GROUPS ETC. _____
(ALL DECORATIONS AND FLOAT MATERIAL SHOULD BE FIRE RESISTANT OR FLAME RETARDANT. FLOATS SHOULD CARRY A FIRE EXTINGUISHER.)

WILL THERE BE ANY TEMPORARY STRUCTURES BUILT? YES ☐ NO ☐
(IF YES, MUST BE APPROVED BY BUILDING INSPECTOR FOR SAFETY)

ANTICIPATED ATTENDANCE _____

DESCRIPTION OF SECURITY PROVISIONS REQUIRED _____

WILL ALCOHOLIC BEVERAGES BE SERVED AT THIS EVENT? YES ☐ NO ☐
(IF YOUR ORGANIZATION DECIDES TO SERVE ALCOHOLIC BEVERAGES AT THIS EVENT, THE TOWN ENCOURAGES YOU TO FOLLOW THE GUIDELINES ATTACHED TO THIS APPLICATION FOR SERVING ALCOHOLIC BEVERAGES AT PUBLIC EVENTS.)

DATE SUBMITTED _____

RECEIPT OF \$100 DEPOSIT RECEIVED _____

DO YOU INTEND TO PLACE SIGNS ADVERTISING THE FESTIVAL/SPECIAL EVENT AROUND TOWN? IF SO, PLEASE DESCRIBE THE LOCATIONS AND SIZE/TYPE OF SIGNS. IT IS YOUR RESPONSIBILITY TO PROVIDE FOR THE HANGING AND REMOVAL OF BANNERS.

SIGNATURE OF APPLICANT

Date

FOR OFFICE USE ONLY

REVIEWED BY:

	<u>DATE</u>	<u>SIGNATURE</u>
SHERIFF'S DEPARTMENT	_____	_____
FIRE DEPARTMENT	_____	_____
PUBLIC WORKS DEPARTMENT	_____	_____
BUILDING DEPARTMENT	_____	_____
PLANNING DEPARTMENT	_____	_____
TOWN MANAGER	_____	_____

PUBLIC WORKS EQUIPMENT RETURNED? YES ☐ NO ☐
PARADE/STREET AREA CLEANED? YES ☐ NO ☐
APPROVE REFUND OF DEPOSIT? YES ☐ NO ☐

PUBLIC WORKS DIRECTOR

TOWN OF LOOMIS

FESTIVAL/SPECIAL EVENT PERMIT REQUIREMENTS

In planning a parade, procession, March, demonstration, or athletic event (hereafter referred to as "event"), planners and organizers must consider the rights of all citizens, the participants, the spectators, and others affected by the event. Consideration must be given to transportation, noise, safety, and interrupted business hours.

The effect that a parade, street closure, or festival will have on traffic safety, both vehicular and pedestrian, must be addressed by the organizers. Events, which attract and/or include children and/or animals pose special dangers. Large animals may be startled by the activity or a passing train, causing them to charge into crowds of participants and spectators.

Consideration must be given to the noise that the activity will generate as well as to the possible inconvenience to adjacent property owners and businesses that may result from the activity.

For these reasons, for all events other than parades, when those events are planned for the downtown area, we suggest that the area be confined to Taylor Road between Walnut Street and Horseshoe Bar Road. A closure for a parade may be between Circle Drive and King Road. **Any closure that is requested to go beyond that one-block (other than a parade) area will require signatures from the business owners affected, agreeing to the closure.** Those signatures are to be under a statement that sets forth the date and time of the event. If the event is to take place during hours that businesses in the area are closed, this item is not a consideration. It is noted here that a closure beyond the one-block area will be reviewed very closely with consideration given to the agreement signatures.

The Festival/Special Event Permit authorizes the Permittee/sponsor to conduct only such activities as is described in the Permit and in accordance with the terms and conditions of the permit. A Permit issued may be revoked by the Town Manager if any of the terms and conditions of the Permit are violated.

The Town Manager shall approve an application for a Festival/Special Event Permit unless he/she determines from a consideration of the application, or other pertinent information, that:

- a. Information contained in the application, or supplement information requested from the applicant, is found to be false in any material detail;
- b. The applicant fails to complete the application form after having been notified of the additional information or documents required;
- c. Another Festival/Special Event Permit application has been received prior in time, or has already been approved, to hold another festival or special event at the same time and place, or so close in time and place as to cause undue traffic congestion, or the Sheriff's Department is unable to meet the needs for police services for both events;
- d. The time, route, or size of the parade/street closure will substantially interrupt the safe

and orderly movement of traffic contiguous to the event, or disrupt the use of a street at a time when it is usually subject to great traffic congestion;

- e. The concentration of persons, animals, and vehicles at the site of the event and disbanding areas around the event, will prevent proper police, fire, or ambulance services to areas contiguous to the event;
- f. The size of the event will require diversion of so great a number of police officers of the Town to ensure that participants stay within the boundaries or route of the event, or to protect participants in the event, as to prevent normal protection to the rest of the Town. Nothing herein authorizes denial of a permit when additional peace officers could be available to the Town under applicable State Law and mutual aid plans, if requested by the Town in advance of the event closure. Nothing herein authorizes denial of a permit because of the need to protect participants from the conduct of others, if reasonable permit conditions can be imposed to allow for adequate protection of event participants with the number of police officers available to police the event.
- g. The parade will not move from its point of origin to its point of termination expeditiously and without unreasonable delays in route;
- h. The location of the event will substantially interfere with any construction or maintenance work scheduled to take place upon or along the Town streets, or a previously granted encroachment permit;
- i. The event shall occur at a time when a school is in session at a route location adjacent to the school or class thereof, and the noise created by the activities of the parade would substantially disrupt the educational activities of the school or class thereof.

The applicant may appeal in writing within ten calendar days the denial of an event permit or a determination that the applicant's insurance policy does not comply with the requirements. The Town Council shall hear any appeal by an applicant at the next regularly scheduled or adjourned meeting. The Town Council shall reject or approve the request. The decision of the Town Council shall be final.

We are here to assist you in any way that we can. Feel free to ask questions regarding any aspect of the Festival/Special Event Permit function before your scheduled event to prevent any problems that could delay your planned event.

Please check each box showing you have read and understand it:

- ☐ The person(s)/group(s) conducting the parade or requesting the road closure or special event are **required to provide public liability insurance in the amount of \$1,000,000** to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. Such insurance shall **name on the policy** or by endorsement the **Town of Loomis as additional insured**. Insurance coverage must be maintained for the duration of the event. **The permit application shall not be valid until the Certificate of Insurance has been filed by the applicant/sponsor and approved by the Town Manager.**
- ☐ A refundable deposit of **\$100.00** will be required at the time the application is submitted. The purpose of the deposit is to ensure that the area is cleaned and restored to its original condition.
- ☐ Prior to the issuance of a Festival/Special Event Permit, the permit applicant and authorized officer of the sponsoring organization (if any) shall agree to reimburse the

Town for any costs incurred by it in repairing damage to Town property occurring in connection with the permitted event proximately caused by the actions of the permittee/sponsoring organization, its officers, employees, or agents, or any person who was under the permittee's sponsoring organization's control, insofar as permitted by law. The agreement shall also provide that the permittee/sponsoring organization shall defend the Town against, and indemnify and hold the Town harmless from, any liability to any person resulting from any damage or injury occurring in connection with the parade/street closure proximately caused by the actions of the permittee/sponsoring organization, its officers, employees, or agents, or any person who was under the permittee's sponsoring organization's control, insofar as permitted by law. Persons who merely join in a parade or event are not considered by that reason alone to be "under the control" of the permittee/sponsoring organization.

- ☐ Each permittee/sponsor of a Festival/Special Event shall comply with all terms and conditions of the Permit, and shall ensure the area used for the parade/street closure is cleaned and restored to the same condition as existed prior to the event, immediately following the completion of the event.
- ☐ If the event is held on private property the applicant must submit a letter with the property owner's permission.
- ☐ Attached is a copy of structure requirements when building a temporary structure. The structure must be signed off by the building inspector before the event.
- ☐ It is your responsibility to coordinate with the Sheriff's Department if assistance is needed at the event.

I have read all the above and agree/acknowledge my responsibility for conducting a special event:

Signed by the applicant

Date

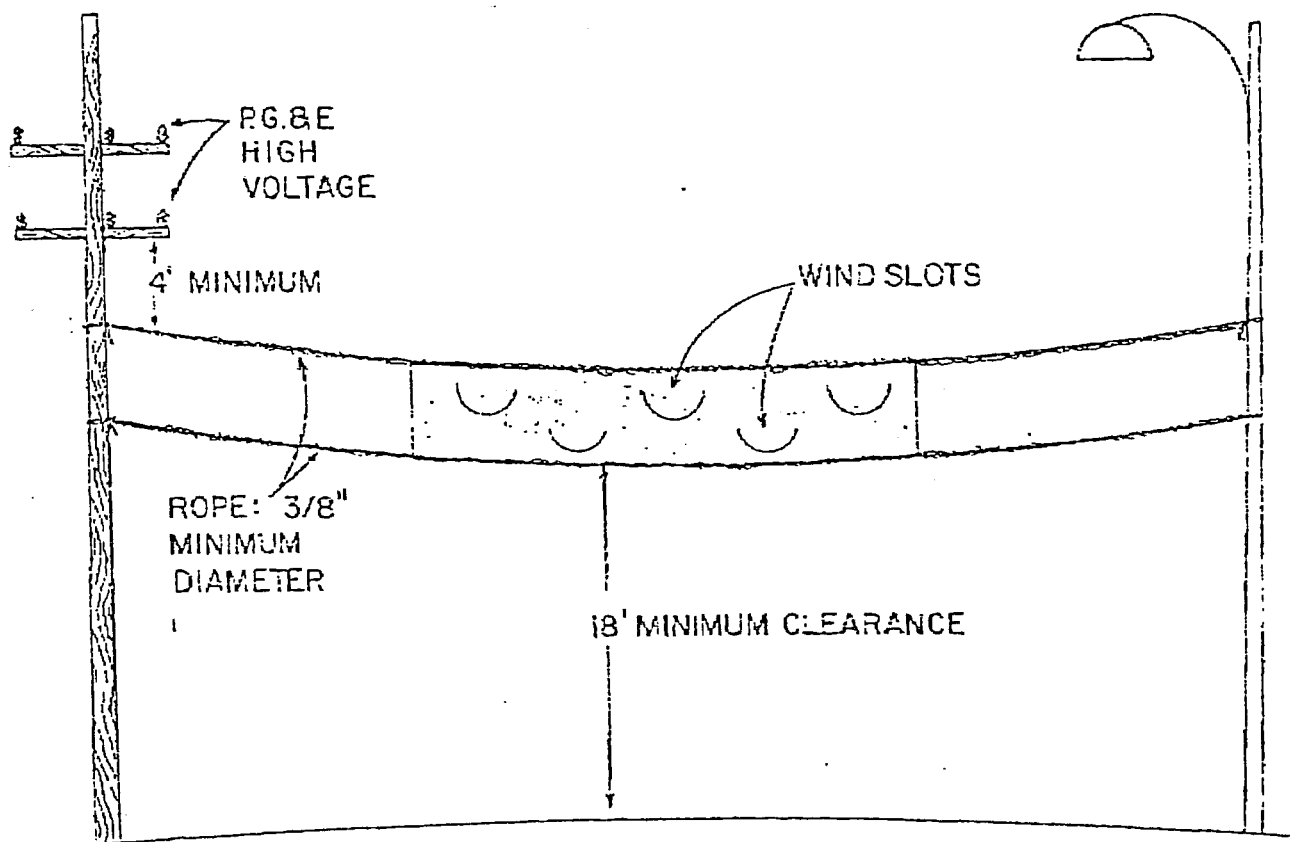
**BANNERS FOR USE IN
SPECIAL EVENTS**

Location banner will be installed (site plan) _____.

Date banner will be installed _____. Date banner will be removed _____.

Who is putting banner up _____. Are they insured _____.

Guidelines for banners that are put up in the Town:



You will indemnify the Town, its officers, agents, and employees against all loss, damage expense, and liability resulting from injury to or death of person or injury to property arising out of or in any way connected with the exercise by you of the privileges outlined herein.

We hereby consent to the conditions set forth in the foregoing letter as the basis upon which we shall exercise the permission therein granted.

Permittee _____ Date _____

TOWN OF LOOMIS

RECOMMENDED GUIDELINES FOR

SERVING ALCOHOLIC BEVERAGES AT PUBLIC EVENTS

If your organization decides to serve alcoholic beverages at a community event, the following recommendations are suggestions during the planning stages:

- a. Drinking be confined whenever possible to a specified area (i.e. beer garden etc.) in order to control exposure to minors as well as to minimize and contain potential problematic behavior to a supervised area.
- b. That non-alcoholic beverages be readily available and accessible and that they have high visibility and exposure. In some cases, alcoholic beverages are the only drink available.
- c. That adequate food be available in order to minimize the effects of alcohol.
- d. That portions be controlled, i.e., that quantities of beverages be such that one portion would not induce inebriation.
- e. That signage be clearly posted regarding the hazardous effects of alcohol on fetal development.
- f. That servers be instructed to discontinue serving of additional beverages to obviously intoxicated persons.
- g. That the sale of alcohol beverages be discontinued with sufficient time prior to the end of the event in order to promote the "sobering" of attendees.
- h. That event promoters encourage and announce the use of "designated drivers" throughout the event.
- i. That agencies having target populations of youth and/or service agencies related to education, health, prevention, and delinquency, not be dependent upon liquor industry nor tobacco industry funding assistance or sponsorship. These recommendations are made in order to minimize potential philosophical conflicts of interest.

1997 UNIFORM BUILDING CODE

SECTION 3103 – TEMPORARY BUILDINGS OR STRUCTURES

Temporary buildings or structures such as reviewing stands and other miscellaneous structures, sheds, canopies or fences used for the protection of the public around and in conjunction with construction work may be erected by **special permit from the building official** for a limited period of time. Such buildings or structures need not comply with the type of construction or fire-resistive time periods required by this code. Temporary buildings or structures shall be completely removed upon the expiration of the time limit stated in the permit.